

## AGENDA ITEM REQUEST/JUSTIFICATION FORM

(To be completed by requesting Department)  
Forward all requests to Sharon Bourke, LC2 Civic Center  
**DEADLINE SUBMITTAL IS 3:00 P.M. WEDNESDAY  
BEFORE THE TUESDAY MEETING**

Agenda item: **Human Resources**

(i.e. Consent/Recognition-Proclamation/Presentation/Public Hearing/Committee, etc.)

Date to be on agenda: **June 17, 2014**Exact wording to be used for the agenda: **Weekly Personnel Report from  
Civil Service.**

Action requested: \_\_\_\_\_

Amount requested: \_\_\_\_\_ Object Code: \_\_\_\_\_

Is item in current year's budget? Yes \_\_\_\_\_ No \_\_\_\_\_

Does this item commit funds in future years? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, explain: \_\_\_\_\_

If an agreement or contract, has the County Attorney reviewed  
and approved? Yes \_\_\_\_\_ No \_\_\_\_\_

Previous action taken on this item, if any: \_\_\_\_\_

Recommendations and rationale or action: \_\_\_\_\_

Will anyone speak on behalf of this item, if so who? \_\_\_\_\_

If this is a rush agenda item, please explain why: \_\_\_\_\_

Submitted by (Name & Dept.): **Commissioner Mary Ann  
Borgeson** Ext. **444-  
7025**

Date submitted: \_\_\_\_\_

List Attachments: **Report**

(Attach resolution and all pertinent documentation; i.e. contract, agreement, memorandums, etc.)

Certified resolutions can be obtained at the County Clerk's website:  
<http://www.douglascountyclerk.org/county-board-records/search-for-resolutions>

Completed by receiving office


Received in Administrative Office:	Date	Time
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**DOUGLAS COUNTY CIVIL SERVICE COMMISSION**  
Room 505 – 1819 Farnam  
Omaha, Nebraska 68183  
(402) 444-6123

**MEMORANDUM**

Date: June 12, 2014

To: The Honorable Mary Ann Borgeson  
Human Resources Committee

From: Lee Lazure   
Human Resources Director

Subject: Posting Status Report

Attached is an updated report that identifies all positions posted and their current status. Also, included is a list of terminating employees and the job audit request report.

LL:cs

cc: Patrick Bloomingdale, Chief Administrative Officer

## Report of Job Audit Requests: 6-12-14

<b>Date of Request:</b>	<b>New Job:</b>	<b>Department:</b>	<b>Union:</b>	<b>Result/Completion Date:</b>
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6-3/14	Sr. GIS Analyst	GIS	Non-Union	

<b>Date of Request:</b>	<b>Update Position Description Only:</b>	<b>Department:</b>	<b>Union:</b>	<b>Result/Completion Date:</b>
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6-5-14	LPN	DCHC	Teamsters	
6-5-14	Nursing Assistant	DCHC	Teamsters NA	
6-5-14	RN	DCHC	Teamsters RN	

<b>Date of Request:</b>	<b>Update Position Description and Review Grade/Pay:</b>	<b>Department:</b>	<b>Union:</b>	<b>Result/Completion Date:</b>
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<b>Date of Request:</b>	<b>Other:</b>	<b>Department:</b>	<b>Union:</b>	<b>Result/Completion Date:</b>
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VACANT POSITION POSTINGS AS OF 06/12/14				
REQ #	POSITION TITLE AND DEPARTMENT	# OF VAC	FT/PT	DATE POSTED
7319	Registered Nurse - DCHC	8	FT/PT	01/17/14
7321	Food Service Worker Trainee - DCHC	7	PT	01/10/14
7341	Cook - DCHC	2	FT	02/13/14
7345	Education Specialist - Corrections	1	FT	02/26/14
7346	Corrections Officer I - Corrections	15	FT	03/13/14
7357	Building Security Officer Supervisor - Sheriff	1	FT	04/04/14
7358	Security Officer - Sheriff	3	PT	04/04/14
7359	Psychiatric Outpatient Clerk - CMHC	1	FT	04/03/14
7367	Air Pollution Technician - Health Department	1	FT	04/28/14
7369	Lead Program Specialist - Health Department	1	FT	05/08/14
7370	Juvenile Detention Specialist - Youth Center	1	FT	04/28/14
7372	Housekeeping Aide - DCHC	11	FT/PT	05/05/14
7373	Psychiatric Technician - CMHC-Inpatient	4	FT/On-Call	05/05/14
7376	Accounting Clerk I - Clerk of the District Court	1	FT	05/08/14
7377	Entrance Screening Officer II - Sheriff	1	FT	05/14/14
7378	Psychiatric Registered Nurse On-Call - CMHC	3	On-Call	05/08/14
7379	Unit Secretary - DCHC	1	PT	05/14/14
7381	Equipment Mechanic III - Garage/Purchasing	1	FT	05/14/14
7382	Branch Manager - Treasurer	1	FT	05/15/14
7383	Records Technician I - Corrections	1	FT	05/22/14
7384	Chief Engineer - Public Property	1	FT	05/21/14
7385	Records Technician II - Corrections	1	FT	05/22/14
7386	Teacher - Youth Center	1	FT	05/27/14
7388	Real Estate Lister - Assessor	1	FT	05/30/14
7390	Nursing Coordinator - DCHC	1	FT	06/10/14

LIST OF EMPLOYEES THAT ARE NO LONGER WITH DOUGLAS COUNTY			
Department	Employee Name	Position Name	Term. Date
DCHC	Cottle, Myanne	RN	6/10/2014
Sheriff	Holguin, Saulo	Deputy	6/5/2014